



Fauquier County Department of Community Development & the Engineers & Surveyors Institute ESI Minimum Submission Checklist Review

1. **Program Started on Friday, February 20, 2004**
2. **General Program Explanation.** Description of the Engineers & Surveyors Institute (ESI) is summarized in page 2, along with brief explanation of the Fauquier County Program;
3. **Plan Categories Affected.** The ESI Minimum Checklist Review Program effective start date was February 20, 2004, and it applies only to new and re-submitted Construction Plan, Major Site Plan and Final Plat Applications.
4. **General Process.** Prior to officially filing a construction plan, major site plan or final plat, the applicant or design firm representative shall: (a) schedule and attend the mandatory pre-application meeting with the Department of Community Development regarding the proposed project, the application category, and the submission requirements; (b) submit the plan to ESI for the Minimum Checklist Submission Review; and (c) receive the required ESI Acceptance Letter;
5. **ESI Submission Flow Chart.** Page 3 diagrams the general steps and the overall process.
 - a. **ESI Log Book.** The Design Firm must bring one set of the construction plan, site plan or final plat with a transmittal requesting ESI Minimum Checklist Review. The firm must sign the plan into the official ESI Log Book, and record the firm's name, address, phone number/fax, project engineer, plan category, and date filed. The Minimum Submission Checklist is available on the ESI webpage: www.esinova.org.
 - b. **ESI Review.** All plans must be logged in no later than 4:30 p.m. each Thursday in order to qualify for the ESI Minimum Checklist Review, which will be completed for each application no later than the following Tuesday. Those plans shall be placed at the designated ESI pick-up point for the ESI representative. ESI will fax the results to each firm. Plans not meeting the deadline will be processed by ESI the following week.
 - c. **Plans Status.** Any Design Firm or applicant questioning the status of checklist review must contact ESI directly.
6. **Official Submission for County Review & Approval.** A construction plan, major site plan or final plat submitted for "Official Filing" or re-submission with the Department of Community Development, must be accompanied by the ESI Acceptance Letter and include all mandatory items listed before it can be accepted for processing in the Department of Community Development.
7. **Acceptance Letters Format & Next Steps.** An ESI acceptance letter must accompany each of the three application categories officially filed with Community Development. If all is complete, the application is recorded into the Community Development Land Development Projects Tracking System, and then distributed to the responsible departmental division and

to referral agencies for review. Major site plans and construction plans will then be assigned a TRC meeting date.

ESI is a nonprofit Virginia corporation formed in December of 1987, and its primary function was to promote a public/private partnership devoted to improving the quality of engineering plans and the process by which they are approved. The Institute also provides programs to improve the design and approval process, maintain current practice education for both public and private professionals, and to improve communication through the land development industry.

ESI membership includes engineering and surveying firms practicing in land development in Virginia, local jurisdictions, VDOT, public utility agencies, and other similar organizations. The organization was formed due to the frustration experienced on the part of both local government and professional firms due to confusing regulations and their application and the declining quality of plans filed. Now there is an established track record in several ESI programs used in neighboring jurisdictions that could assist Fauquier County.

The Department's stated and initial program objectives are threefold: (1) result in improved initial plan submissions that meet checklist requirements; (2) reduce the number of plan re-submissions; and (3) improve the plan review process and the clarity of the County regulations. All agencies, including VDOT and the WSA, are operating with staffing constraints and need not to serve as a quality control review for submitting firms that need to fulfill that responsibility. On the other hand, the County needs to provide a predictable development review process with clear submission requirements, comprehensive and consistent referral review and comments pursuant to development regulation requirements.

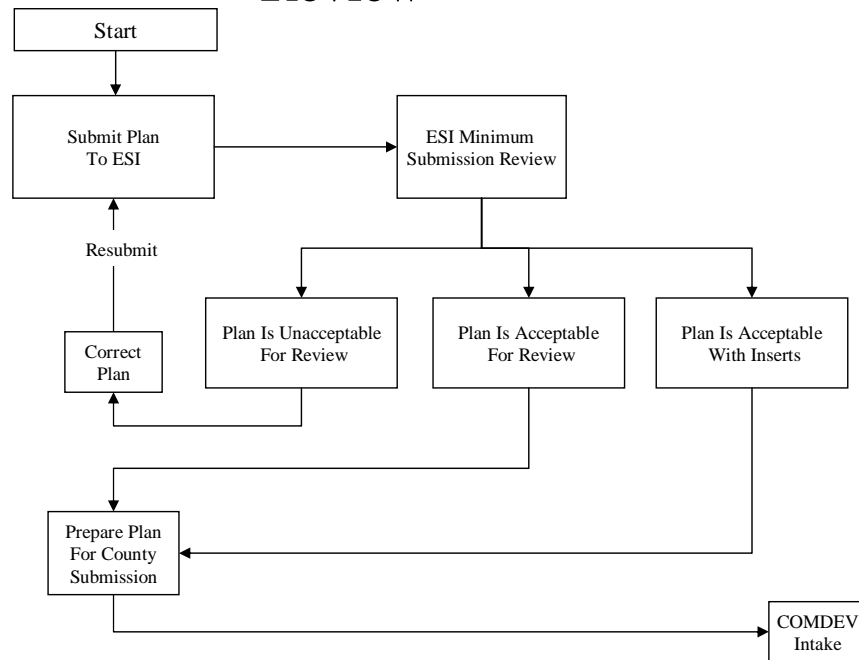
For construction plans, site plans and final plats, there are several advantages to establishing an ESI program tailored to the Fauquier County Technical Review Committee (TRC) application review and action process. It can:

1. Be self-funding through the applicants;
2. Provide a review time incentive to those professional firms completing high quality work in conformance with County land development regulations and standards;
3. Present process predictability;
4. Provide a disincentive to those not providing quality work (additional submissions, longer review times, and ESI membership issues);
5. Reduction of the natural adversary relationship between the public and private sector;
6. Supply an additional source of expertise and assistance to County staff; and
7. Improve the focus of limited staff resources on major design concerns and comprehensive review, rather than taking time on trivial mistakes.

Please Note: No construction plan, site plan or final plat can be filed with Community Development without proceeding through the mandatory: (1) County pre-application meeting for the proposed project; and (2) the ESI minimum checklist submission review.



Minimum Submission Review



Public/Private Partnership